

July 26, 2007

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, August 2, 2007
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

- ITEM 1: Request to amend Rule 19.2 of the Personnel Rules – Vacation Leave.
- ITEM 2: Election of Chair.
- ITEM 3: Election of Vice-Chair.
- ITEM 4: Miscellaneous Discussion.

19.2 Vacation Leave (Revised ~~9/06~~ 08/07)

(a) Probationary and status employees shall earn vacation leave with pay according to the following schedule:

(1) Less than five (5) years of service — at the factored hourly equivalent of eighty (80) hours per year.

(2) After five (5) years of service — at the factored hourly equivalent of one hundred twenty (120) hours per year.

(3) After ten (10) years of service — at the factored hourly equivalent of one hundred fifty-two (152) hours per year.

(4) After fifteen (15) years of service — at the factored hourly equivalent of one hundred sixty-eight ~~four~~ (168) hours per year.

(5) After twenty (20) years of service — at the factored hourly equivalent of one hundred ninety-two ~~eight~~ (192) hours per year.

~~————— (6) After twenty-five (25) years of service — at the factored hourly equivalent of one hundred ninety-eight (198) hours per year.~~

(b) Employees shall earn but not be granted vacation leave during the first six (6) months of employment.

(c) Part-time employees shall earn vacation leave based on total hours worked in each pay period.

(d) Vacation leave shall be requested and approved in advance of its use, except in circumstances beyond the employee's control. Each Department Head shall schedule vacation leaves to accord with operating requirements and, insofar as possible, to coincide with the request of the employee.

(e) Accumulation of vacation leave credit shall be on a continuous basis not to exceed two hundred forty (240) hours. Unused vacation leave accumulation shall be paid upon separation. Employment may not be extended by using vacation at the time of separation.

(f) Vacation leave shall not accrue during any leave of absence without pay.